



IFMA Board Meeting September 28, 2021

Attendees: Priscilla, Lauren, Julie, Jack, Kristan, Amber G and Amber K

Open meeting: Priscilla called meeting to order at 8:11am.

REMINDER: Board Oversight on Committees:

We discussed having a board Member sitting on each Committee so reporting is easier and inclusive to what the board is doing. The following is the list of board positions and which committees the group has assigned to each position. This will go into effect after the new board is put in place.

1. President: Membership & a newly created Audit
 2. VP: Events which is now all inclusive of Golf, Sustainability, Advocacy, Program, and Annual Meeting
 3. 2nd VP: Communications (outward) & Credential
 4. Secretary: Web & Publicity-See updated report.
 5. Treasurer: Partnership & newly created Audit committee-See updated report. Kristan made a motion to approve treasurer's report. Priscilla 2nd. All in favor-Approved.
 6. President: Awards & Strategic Planning
- Advocacy – **Kurt T.** -No updated report. Priscilla-IFMA Advocacy Day is 9-29-21. Can still sign up.
 - Credentials – vacant
 - Community Outreach - Vacant
 - Professional Development – Vacant
 - Membership – **Jack Elridge** -New member breakfast starting back up. October 27, 2021 at Capital Dinner. Priscilla-what membership currently looks like. Jack sent an updated email. Attached to report. Julie made a motion to extend the discount through December for current members and new members. Kristan 2nd. All is favor-approved.
 - Publicity and Social Media – **Cassidy Flaherty** , meeting with Priscilla Oct 4 to start. Will establish a template and timing for bi-monthly spotlight.
 - Sponsorship/Partnership – Vacant

- Strategic Planning – **Chris Coller**–No update. Strategic Planning meeting to be determined.
- Sustainability – **Vacant**
- Golf Committee – **John S/Randy G.**–No updated report.
- Scholarship and Awards Committee–Invite Nancy O'Halloran to next board meeting to discuss past Scholarships.
- Web Master – Lauren–Post acknowledgment of credentials. IFMA CPA to reimburse 100% of cost if the course is passed.

Programs:

September–Lehigh Valley Virtual UV Sanitation

September 29^t–Advocacy Day IFMA National

October–Virtual

November–Central Pa Chapter- Cheryl Duval - posted

December–Holiday Party at Dukes.

January–AAF Flanders virtual program to discuss filtration and AstroPure Negative Pressure Units.

February–Member's First

March–Armstrong pilot space

April

May

Other discussions:

Meeting Adjourned: Priscilla adjourned meeting at 8:44am.

SECRETARY REPORT

SEPTEMBER 2021

Accomplishments for Current Period

- Continue to update members by email on news and upcoming events. August's meeting minutes approved on 8-27-21 and added to the website on 8-30-21 by Lauren L.

Current Activity Status

- Continue to update members by email on news and upcoming events. Attend monthly board meeting and take notes.

Planned Activities for Next Period

- Continue to update members by email on news and upcoming events. Attend monthly board meetings and take notes.

Issues and Concerns

- Not at this time.

Misc.

- N/A

Submitted By: Kristan Trusky



IFMATM Central Pennsylvania Chapter
International Facility Management Association

Aug-21
September 28, 2021

Beginning Balance Checking and Money Market Accounts August 1, 2021

\$73,251.43

Deposits

\$ 16,400.00	Golf Tournament Sponsorships/Fees
\$ 0.66	Checking interest
\$ -	Savings Interest
\$ -	
\$ -	
\$ -	
\$ -	
\$ -	

TOTAL DEPOSITS

\$ 16,400.66

Expenditures

\$ (134.00)	Star Chapter
\$ (4.95)	Full Steam SV9T
\$ (85.00)	Star Chapter
\$ -	
\$ -	
\$ -	

TOTAL EXPENDITURES

\$ (223.95)

Accounts Closing Balance 08/31/2021

\$89,428.14

Certificates of Deposit Beginning Balance

\$ 9,530.83

S&T Bank	1.20%	Int	8/12/2021	\$ 3.60
				<u>\$ 3.60</u>

Certificates of Deposit Closing Balance 08/31/2021

\$ 9,534.43

Total Unobligated Assets 08/31/2021

\$ 98,962.57

Respectfully Submitted,

Amber Knauss
Chapter Treasurer

OPERATING BUDGET FY2021 - 2022
IFMA Central PA Chapter
AS OF 8/31/2021

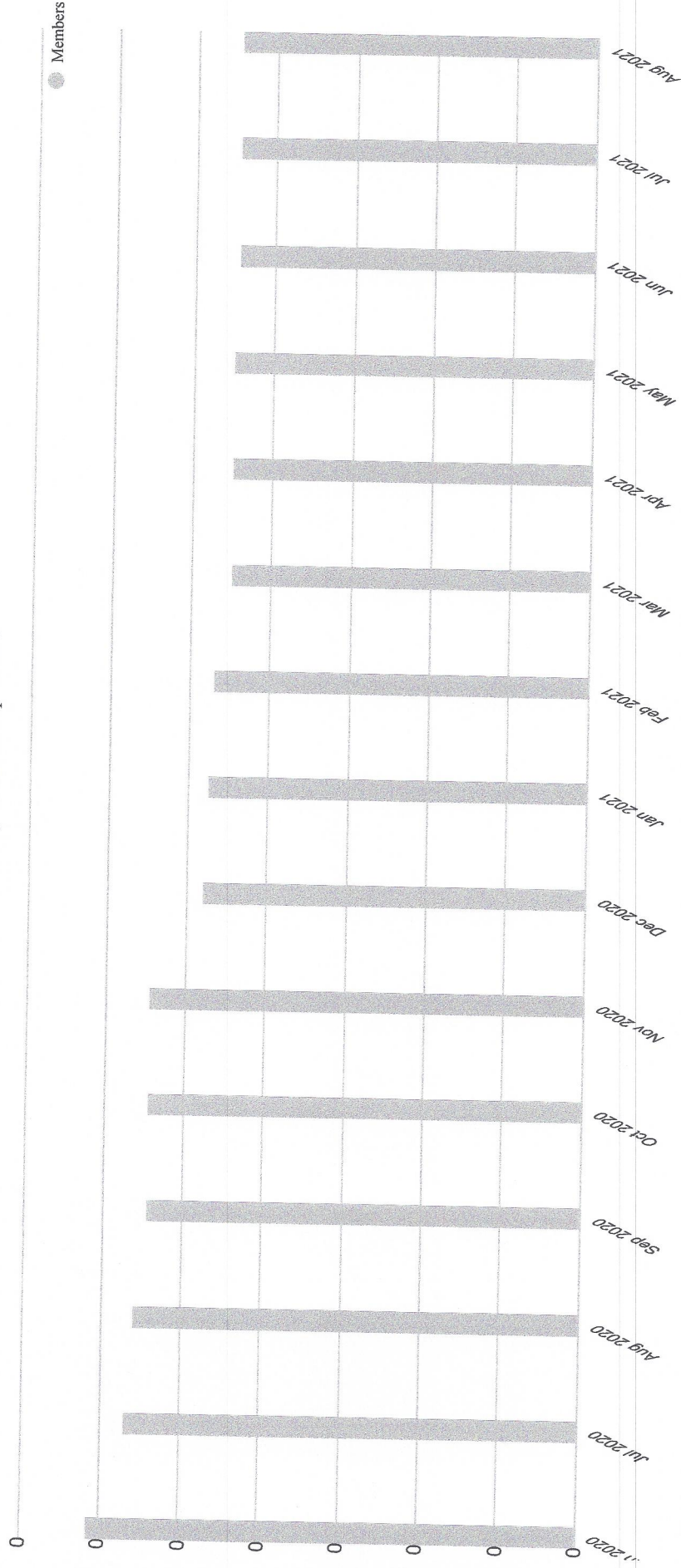
		SUB	TOTALS	SUB	TOTALS
		INCOME	EXPENDED		
INCOME:1000					
1000	Beginning Balance	\$ 8,526.43	\$ 8,526.43		
1010	MEMBERSHIP (86 Mems@175 per)	\$ 15,107.57	\$ 2,979.29	\$ 12,128.28	100%
1020	Chapter Sponsorship Donations	\$ 2,000.00	\$ -	\$ 2,000.00	20%
1030		\$ -	\$ -	\$ -	0%
1040	Programs Income	\$ 2,000.00	\$ -	\$ 2,000.00	0%
1050		\$ -	\$ -	\$ -	0%
1051		\$ -	\$ -	\$ -	0%
1060	Community Outreach Donations	\$ -	\$ -	\$ -	#DIV/0!
1061	Program Sponsorship Donations	\$ -	\$ -	\$ -	#DIV/0!
1090	Interest and Miscellaneous Income	\$ 35.00	\$ 1.20	\$ -	#DIV/0!
1091	Chapter CD Liquidation	\$ -	\$ -	\$ 33.80	3%
TOTAL PROJECTED INCOME WITHOUT EVENTS		\$ 19,142.57	\$ 2,980.49	\$ 16,162.08	16%
EXPENSES:					
\$ 8,584	ADMINISTRATIVE EXPENSE				
2110	Insurance	\$ 150.00	\$ -	\$ 150.00	0%
2120	Recertification Costs	\$ -	\$ -	\$ -	0%
2130	Board Meeting Refreshments	\$ -	\$ -	\$ -	0%
2131	Strategic Planning Meeting Expenses	\$ -	\$ -	\$ -	0%
2140	Post office box rental fee	\$ 134.00	\$ -	\$ 134.00	0%
2150	Facility Fusion Travel and Lodging, conference Expenses (1 Attendee)	\$ 1,800.00	\$ -	\$ 1,800.00	0%
2151	Facility Fusion Conference Fees (2 Attendee)	\$ -	\$ -	\$ -	#DIV/0!
2160	World Workplace Officer Travel Expenses (2 Attendee)	\$ -	\$ -	\$ -	#DIV/0!
2161	Workplace Officer Conference, travel and lodging Fees (1 officer and FM of the year)	\$ 6,000.00	\$ -	\$ 6,000.00	0%
2162	World Workplace Officer's Room Expense (2 Attendee)	\$ -	\$ -	\$ -	#DIV/0!
2163	World Workplace Other Expenses	\$ 500.00	\$ -	\$ 500.00	0%
2165		\$ -	\$ -	\$ -	#DIV/0!
2170	Chapter of the Year Award Submission Consultant	\$ -	\$ -	\$ -	0%
2180	Miscellaneous Bank, Document Imaging & Other charges	\$ -	\$ -	\$ -	#DIV/0!
2181	Chapter CD Purchases	\$ -	\$ -	\$ -	0%
2190	Computer Equipment and Software Purchase	\$ -	\$ -	\$ -	0%
\$3,435	COMMUNICATIONS EXPENSE				
2210	Advertising	\$ 435.00	\$ -	\$ 435.00	0%
2211	PFMA Trade Show Booth Expense	\$ -	\$ -	\$ -	0%
2220	Prizes	\$ -	\$ -	\$ -	#DIV/0!
2230	Annual website fee	\$ -	\$ -	\$ -	0%
2231	Web hosting expense	\$ 3,000.00	\$ (328.90)	\$ 3,328.90	-11%
2232	Web design and maintenance fees	\$ -	\$ -	\$ -	#DIV/0!
2233	Website reconstruction expense	\$ -	\$ -	\$ -	0%
\$ 5,750	EDUCATIONAL PROGRAM EXPENSE				
3110	Programs - Facility Rental	\$ -	\$ -	\$ -	
3111	Program meals	\$ 5,000.00	\$ -	\$ 5,000.00	0%
3112	After Hours Refreshment Expenses	\$ -	\$ -	\$ -	0%
3113	Program Supplies	\$ 150.00	\$ -	\$ 150.00	
3114	Day on the Hill	\$ 300.00	\$ -	\$ 300.00	
3120	Program gifts	\$ -	\$ -	\$ -	
3121	Sustainability Program	\$ 300.00	\$ -	\$ 300.00	
3122		\$ -	\$ -	\$ -	
\$4,300	CERTIFICATION EXPENSE				
3201	Supplies	\$ 1,000.00	\$ -	\$ 1,000.00	0%
3202	Speaker fees & travel	\$ -	\$ -	\$ -	
3203	CFM Annual Review Class/FM Essentials	\$ -	\$ -	\$ -	0%
3204	Meals	\$ 100.00	\$ -	\$ 100.00	0%
3205	Congratulations gift	\$ 200.00	\$ -	\$ 200.00	0%
3206	IFMA CFM/FM Essentials Trainer Certification costs	\$ 3,000.00	\$ -	\$ 3,000.00	
\$1,000	CHAPTER DONATION EXPENSE				
3310	IFMA Foundation	\$ -	\$ -	\$ -	#DIV/0!
3320	Donation Fund	\$ -	\$ -	\$ -	#DIV/0!
3330	Community Outreach	\$ 1,000.00	\$ -	\$ 1,000.00	0%

[illegible]

Monthly Membership Levels

From June, 2020 To September, 2021

Monthly Membership Levels



Date	Total Members
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September 2020	109
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October 2020	109
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November 2020	109
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December 2020	96
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January 2021	95
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February 2021	94
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March 2021	90
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April 2021	90
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May 2021	90
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June 2021	89
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July 2021	89
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August 2021	89
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